

Alaska DEATH Certificate Request Form Instructions

Who may obtain a death certificate?

- Spouse listed on the certificate. Please provide marriage certificate.
 - Parent(s) listed on the death certificate. Please provide a copy of the child's birth certificate listing the same parent(s).
 - Child(ren) of decedent. Must show a certified copy of the child's birth certificate with the decedent's name listed.
 - Sibling of decedent. Must show a certified copy of sibling's birth certificate with one parent in common to decedent.
 - Office of Public Advocacy. Must show certified Delegated Power of Conservatorship/Guardianship papers.
- Note: Faxed legal documents are NOT accepted.**

Accepted forms of ID (If expired, must be less than one year):

- Driver's license
- State-issued ID
- Passport
- Military ID
- Tribal/BIA card (with picture)
- If you have none of the above forms of ID, please contact (907) 465-3391 for assistance.

How to submit a request:

- Complete this form, include payment and a copy of your ID.
 - For walk in service, you can visit the Anchorage or Juneau office. Address and contact information is below.
 - For mail, fax or online orders: choose one method of submission. Please be advised that if you submit your requests via more than one method, you will be charged for each request.
 - For all current fees and processing times please visit our website: www.vitalrecords.alaska.gov
- Please note:**
- **Faxed orders***: please call 10 minutes after sending your fax to confirm receipt.
 - **Expedited requests must be faxed, or submitted via VitalChek. Expedited requests sent via mail will not be expedited.**
 - For additional information on how to amend a death certificate, please contact our Special Services Unit at (907) 465-1200.

Alaska Vital Records Offices:

Juneau (Main Office)

Walk-in Office Hours:

Monday - Friday, 8:00 am - 5:00 pm

Physical Address:

5441 Commercial Blvd.

Juneau, Alaska 99801

Phone: (907) 465-3391

Fax: (907) 465-3618

* Please do not send mail to the physical address.

Please send to HAVRS mailing address:

P.O. Box 110675

Juneau, AK 99811-0675

Anchorage Office

Monday - Friday, 8:00 am - 4:30 pm

3901 Old Seward Hwy, Ste. 101

Anchorage, Alaska 99503

Phone: (907) 269-0991

Note: Please mail requests to the Juneau Office.

Mail, Fax, and Online Orders

HAVRS Mailing Address:

P.O.Box 110675

Juneau, AK 99811-0675 Fax:

(907) 465-3618

Online: VitalChek

<https://www.vitalchek.com/>

Alaska DEATH Certificate Request Form

- Please read the instructions on the first page. Incomplete or inaccurate requests that do not include a copy of a government issued ID will not be processed.
- Submit this form WITH PAYMENT in person (Cash, check, money order or credit card), by mail (check, money order, or credit card), or by fax (credit card only). Office locations and contact information are on the instruction page.
- Please make Checks/Money Orders payable to: ALASKA VITAL RECORDS OFFICE.
- There will be a \$30 nonsufficient funds fee for returned checks.

Information needed to locate the record:

FIRST Name of the Deceased (at time of death) _____

MIDDLE Name of Deceased _____

LAST/FAMILY Name of Deceased _____

Date of Death _____

Date of Birth of Deceased _____

City/Village of Death _____

Full Name of Deceased's Mother Prior to Marriage _____

Full Name of Deceased's Father _____

APPLICANT NAME _____

Contact Phone Number _____

Contact E-mail Address _____

Mailing Name _____

Mailing Address:

Street/P.O. Box _____

City, State, Zip _____

Purpose of Request: Ex: Personal records, legal purpose, government benefits, etc. _____

Your Relationship to the deceased:

____ Legal representative (with documentation)

____ Other (Please specify) _____

Signature of Person Requesting the Record (Electronic/Typed Signature NOT Accepted) _____

What would you like to order?

	<i>Fee:</i>
____ Number of Certified Death Certificates (\$30 for one copy plus \$25 for each additional copy of the same record ordered at the same time)	_____
____ Death Certificate Correction Processing Fee (\$30)	_____
____ Apostille Fee (\$12 for first copy, \$2 for each additional copy)	_____
Apostille Country: _____	
____ *Expedited/Rush Service (Fax orders) (\$11)	_____

How would you like it shipped?

Please note: Alaska Vital Records assumes no responsibility for items after they have been shipped. If documents are lost or stolen you will need to resubmit your order with ID and payment. Vital Record certificates are legal documents that should be in your control only. Lost certificates may end up in the hands of criminals who could use the certificate to steal your identity. HAVRS strongly recommends you choose a method of shipping that requires a signature upon receipt. Call 907-465-3391 for more information on International Shipping.

Choose one:

____ Regular Mail (No fee, NO tracking available!) _____

____ Priority Mail (\$9.00. Includes tracking. No signature required). _____

____ Priority Mail (\$12.00. Includes tracking and signature). _____

____ FedEx Alaska (No P.O. Boxes; \$25.00. Includes tracking and signature). _____

____ FedEx USA (No P.O. Boxes; \$30.00. Includes tracking and signature). _____

Do You Want a Signature? Yes No

Do You Want a Signature? Yes No

Total for all Items

Credit/Debit Card Information

(We accept: Visa, MasterCard, Discover, and American Express)

Name on Credit Card _____

Credit Card Number _____

Expiration date _____

Billing Zip Code _____

Cardholder Signature (REQUIRED; ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED) _____